



CRANLEIGH PARISH COUNCIL

THIS AGREEMENT is made the **1st** day of **October 2023**

BETWEEN

(1) **Cranleigh Parish Council**

of Council Offices, Village Way, Cranleigh, Surrey, GU6 8AF

("the Council") and

(2)

of

("the Tenant")

NOW IT IS AGREED as follows

1. Interpretation

- 1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.
- 1.2. Where the Tenant is more than one person the obligations and liabilities will be joint and several obligations and liabilities of those persons.
- 1.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

2. Allotment

- 2.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at **Amlets Lane** ("the Allotment Site") numbered on the Council's allotment plan and containing approximately square metres ("the Allotment Garden").

3. Tenancy and Rent

- 3.1. The Allotment Garden shall be held on a yearly tenancy from **01 October 2023** at an annual rent of £ which is payable to the Council by the Tenant on the first day of October each year ("the Rent Day"). A deposit of £100 is payable with the first rent payment.
- 3.2. The deposit is non-refundable on breach of any of the terms of this agreement or conditions of use.

3.3. 12 months notice of any rent increase will be given by the Council to the Tenant in October of the preceding year to take effect the following year.

3.4. Water supply shall be included in the rental charge.

3.5. Where additional amenities are provided on the Allotment Site these will be taken into account when setting the following year's rent.

3.6. Allotment liability insurance is included in the rental charge.

4. Rates and Taxes

4.1. The Council will pay all rates and taxes

5. Cultivation and Use

5.1. The Tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his family) and for no other purpose and keep it free of hazards, e.g. broken glass or scrap metal etc., and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.

5.2. The Tenant may not carry on any trade or business from the Allotment Site (A small amount of surplus produce may be sold as ancillary to the provision of crops for the family.)

5.3. The Tenant shall have at least $\frac{1}{4}$ of the Allotment Garden under cultivation of crops after 3 months and at least $\frac{3}{4}$ of the Allotment Garden under cultivation of crops after 12 months and thereafter.

5.4. The maximum amount of the Allotment Garden allowed to be hard landscaped e.g. patio, internal paths etc is 20%.

6. Prohibition on Under letting

6.1. The Tenant shall not underlet, assign or part with possession of the Allotment Garden or any part thereof. (This shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday, the Council to be informed of the other person's name.)

7. Conduct

7.1. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site.

7.2. The Tenant must comply with the conditions of use attached as Schedule 1.

7.3. The Tenant must not cause, permit or suffer any nuisance or annoyance to any other plot holder or neighbouring resident of the Allotment Site and must conduct himself appropriately at all times.

- 7.4. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment Garden.
- 7.5. The Tenant shall not enter onto any other plot at any time without the express permission of the relevant plot holder.
- 7.6. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another plot without the express permission of the relevant plot holder. The Tenant is responsible for the actions of children and others entering the Allotment Site with his permission.
- 7.7. The Tenant must not remove produce from any other plot without the express permission of the relevant plot holder.

8. Lease Terms

- 8.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Council hold the Allotment Site.

9. Termination of Tenancy

- 9.1. The tenancy of the Allotment Garden shall terminate

- 9.1.1. automatically on the Rent Day next after the death of the Tenant, or
- 9.1.2. by either the Council or the Tenant giving to the other at least twelve months notice (shorter notice can be given following agreement of both the Council and Tenant) in writing expiring on or before 6 April or on or after 29 September in any year, or
- 9.1.3. by re-entry by the Council after 3 months previous notice in writing to the Tenant on account of the Allotment Garden being required:
- 9.1.3.1. for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or
- 9.1.3.2. for any purpose (not being the use of the Allotment Garden for agriculture) for which it was acquired by the Council, or has been appropriated under any statutory provision, or
- 9.1.4. by re-entry if the rent is in arrears for not less than 40 days, or
- 9.1.5. by re-entry if the Tenant is not duly observing the conditions of this tenancy, or
- 9.1.6. by re-entry if the Tenant becomes bankrupt or compounds with his creditors, or
- 9.1.7. by the Council giving the Tenant at least one months notice in writing if, not less than 3 months after the commencement of this Agreement, it appears to the Council that the Tenant is resident more than one mile out of the borough, district or parish.

9.1.8. If the signed allotment agreement is not returned to the Council within one month of the commencement date in clause 3.1

10. In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to him during the Tenancy and shall leave the plot in a clean and tidy condition. If in the opinion of the Council the plot has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

11. Change of Address

11.1. The Tenant must immediately inform the Council of any change of address.

12. Notices

12.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by registered post or recorded delivery. A notice may be sent by fax or email if a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day.

12.2. Any notice served on the Tenant should be delivered at or sent to his last known home address. Any address served on the Council should be sent to the address given in this agreement or any address specified in a notice given by the Council to the Tenant.

12.3. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting whether it is received or not.

12.4. A notice sent by email is to be treated as served on the day on which it is sent or the next working day where the email is sent after 1600 hours or on a non working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

Executed by the Council by

In the presence of

Signed by the Tenant

In the presence of

SCHEDULE 1

Conditions of Use

1. Trees

- 1.1. The Tenant shall not without the written consent of the Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.
- 1.2. The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council.

2. Hedges and Paths

- 2.1. The Tenant shall keep every hedge that forms part of the boundary of his Allotment Garden properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half with by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his Allotment Garden.
- 2.2. The Tenant shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site.
- 2.3. Public paths and haulage ways (roads) must be kept clear at all times.
- 2.4. All paths must be kept a minimum of 45 centimetres wide.

3. Security

- 3.1. The Tenant shall be issued with a key if required to access the Allotment Site either by car or on foot. No replicas are to be made.
- 3.2. If required, the key is to be used by the Tenant only or by an authorised person under paragraph 5 of the Agreement.
- 3.3. The main access gate shall be closed and locked at all times. Please ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.

4. Inspection

- 4.1. An officer of the Council if so directed may enter allotment gardens for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, polytunnels and any livestock and full access must be given by the Tenant to the officer at a mutually agreed, mutually convenient time. Inspections will take place on a quarterly basis.

5. Water/Hoses /Fires

- 5.1. The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
- 5.2. The Tenant shall have consideration at all times for other tenants when extracting water from water points. No hoses are to be used at any time, if there is a drought order in place.

5.3 Fires are not permitted on the Allotment Site.

5.4 Where the Tenant uses and stores hoses they shall be responsible for their own Legionella prevention for hoses that have not been in use for a long period of time.

6. Dogs

6.1. The Tenant shall not bring or cause to be brought onto the Allotment Site a dog unless it is held at all times on a leash, and remains on the Tenant's Allotment Garden only. Any faeces to be removed and disposed of off site by the Tenant.

7. Livestock

7.1. Except with the prior written consent of the Council the Tenant shall not keep any animals or livestock on the Allotment Garden save rabbits and hens (no Cockerels) to the extent permitted by section 12 Allotments Act 1950. (Such animals are not to be kept for trade or business purposes and accordingly to be limited in number as the Council may provide in writing.)

7.2. Livestock must be kept so that they are not prejudicial to health or a nuisance.

8. Buildings and Structures

8.1. The Tenant shall not without the written consent of the Council erect any building or pond on the Allotment Garden, provided that consent shall not be refused under this clause for the erection of any building reasonably necessary for the purpose of keeping rabbits or hens or be unreasonably withheld for the erection of either a garden shed or polytunnel, but not both and a greenhouse the maximum size and positioning of which shall be determined by the Council. The Tenant may also require permission from the relevant planning authority.

8.2. Only glass substitutes such as polycarbonate, perspex or other alternatives may be used in any permitted structures.

8.3. The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Council.

8.4. Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.

8.5. The Council will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.

9. General

9.1. The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.

9.2. The Tenant must cover any manure on the Allotment Garden which has not been dug in.

9.3. All non compostable waste shall be removed from the Allotment Site by the Tenant.

9.4. The Tenant shall not utilise carpets or underlay on the Allotment Garden.

10. Chemicals, Pests, Diseases and Vermin

- 10.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.
- 10.2. When using any sprays or fertilisers the Tenant must
 - 10.2.1. take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and
 - 10.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
 - 10.2.3. comply at all times with current regulations on the use of such sprays and fertiliser.
- 10.3. The use and storage of chemicals must be in compliance with all the relevant legislation.
- 10.4. Any incidence of vermin (rats) on the Allotment Site must be reported to the Council.

11. Notices

- 11.1. The Tenant will endeavour to maintain the plot number provided by the Council in good order and ensure it is visible at all times.
- 11.2. The Tenant shall not erect any notice or advertisement on the Allotment Site without prior consent of the Council.

12. Car Parking

- 12.1. No cars are permitted within the allotment site. Only the Tenant or persons acting for them shall be permitted to bring cars into the car park. The Council accepts no liability for loss of or damage to vehicles parked on the site.

13. Waiting List

- 13.1 Open to residents of the parish only.
- 13.2 New plot holders to be allocated smaller starter plots.
- 13.3 Existing plot holders on reserve waiting list to be given first refusal on adjacent plot.
- 13.4 Existing plot holders on reserve waiting list to be offered full size plot on relinquishment of a smaller starter plot.
- 13.5 No more than one full size plot per allotment holder unless there is no waiting list.

Starter Plot Numbers:

There are currently no starter plots.



CRANLEIGH PARISH COUNCIL

ALLOTMENT FOWL KEEPING AGREEMENT

1. REVIEW OF AGREEMENT

The council reserves the right to review this agreement as required. Before making any changes the council will give you notice of such changes.

2. TENANCY

Any person keeping fowl on allotment land must be an allotment tenant and is bound by the allotment tenancy agreement in addition to this agreement. The tenant must obtain permission from the Council to keep fowl. The Council will consider the suitability, location and size of the plot.

3. THE BIRDS

You may keep fowl (hens but not cockerels) and ducks under this agreement. If you wish to keep any other type of bird you must first receive written permission from the council. You must maintain a list of all birds with a full medication history and record any deaths.

4. THE FIVE FREEDOMS

The Animal Welfare Act 2006 requires that you:

- Provide a suitable environment for the fowl
- Provide a suitable diet and fresh water
- Allow the fowl to exhibit normal behaviour
- Provide companion fowl as they are social animals
- protect them from pain, injury, suffering and disease

5. TERMS AND CONDITIONS

- The birds must have daily access to an outdoor area and a suitable shelter, with fresh water and food.
- There may be no more than one bird per square metre of the space outdoors and no more than three per square metre of the shelter.
- The birds must be provided with a fully roofed shed giving shelter from cold, direct sunshine and extremes of weather, with clean bedding of straw or wood shavings and adequate ventilation and warmth.
- Hens require roosting perches and a dry place to dust bathe.
- The area given over to the birds must be protected from predators such as foxes by suitable fencing around the shed and pasture area.
- A suitable balanced feed must be available at all times; laying hens require a calcium supplement and chickens must have access to insoluble grit to aid digestion.
- If the birds have access to grass, keep this short to prevent long strands inhibiting digestion. Fresh water must be provided and changed daily.
- Young chicks must be provided with suitable drinkers which prevent them climbing in and drowning and ducklings must be provided with shallow troughs to avoid getting immature feathers wet.
- The area around ducks' water troughs is likely to get muddy, so these should be moved frequently.

I hereby AGREE to abide by this Fowl Keeping Agreement:

PLOT NUMBER	NAME	SIGNED	DATE



CRANLEIGH PARISH COUNCIL

ALLOTMENT RABBIT KEEPING AGREEMENT

1. REVIEW OF AGREEMENT

The council reserves the right to review this agreement as required. Before making any changes the council will give you notice of such changes.

2. TENANCY

Any person keeping rabbits on allotment land must be an allotment tenant and is bound by the allotment tenancy agreement in addition to this agreement. The tenant must obtain permission from the Council to keep rabbits.

3. THE FIVE FREEDOMS

The Animal Welfare Act 2006 requires that you:

- Provide a suitable environment for the rabbits
- Provide a suitable diet and fresh water
- Allow the rabbits to exhibit normal behaviour
- Provide companion rabbits as they are social animals
- protect them from pain, injury, suffering and disease

4. TERMS AND CONDITIONS

- The rabbits must be provided with a grassed enclosure surrounded by fencing sunk at least 50cm into the ground and designed to keep out predators and prevent the rabbits from burrowing out.
- In order to maintain healthy teeth and claws the rabbits must have daily access to the enclosure and must be provided with a gnawing block.
- Within this enclosure, the rabbits require a large weatherproof and predator-proof home. This must be raised off the ground, out of direct sunlight and protected against strong winds. Within the home, each rabbit requires a separate, covered sleeping area and a clean layer of wood shavings and plenty of hay or shredded paper for bedding.
- The home must be cleaned every day and the bedding replaced weekly.
- During the winter months additional protection is required against the cold; this may be insulating material wrapped around the home or a shed around the shed.
- The rabbits must be provided with a mixed diet of grass, rabbit pellets, apples, carrots, dandelions, a good quantity of hay and a constant supply of fresh, clean drinking water in a drip feed bottle with metal spout.
- Food must be stored in airtight containers in a vermin proof location.
- There may be no more than one rabbit per square metre of outdoor space and no more than three per square metre of the shelter.
- A register of rabbits must be maintained on site, giving full medication history.
- The council may seek veterinary advice regarding any animals that appear to be suffering or neglected.

I hereby AGREE to abide by this Rabbit Keeping Agreement:

PLOT NUMBER	NAME	SIGNED	DATE



Cranleigh Parish Council

Cranleigh Cemetery Rules and Regulations

Please take time to read through the Cranleigh Cemetery Rules and Regulations carefully.

- Please show respect for those who are buried in the cemetery.
- Please be aware that monuments may become unstable over time. Take care in the cemetery and do not lean on any monument.
- Cars are only permitted to tend graves. Please drive very slowly with care. Cars must not be parked on grass verges.
- No dogs are allowed (except guide or hearing dogs).
- No unaccompanied children under the age of sixteen are allowed in the cemetery.
- Adults must supervise children in their charge.
- Please use the litter bins provided to dispose of rubbish.
- Wreaths and floral tributes that have deteriorated will be removed by the Sexton.
- Monuments, kerb sets and inscriptions may only be installed with a memorial permit.
- The New Section of the cemetery is consecrated for burials according to the rites of the Church of England.

We are here to help, please do not hesitate to contact us if you have any queries by telephone on 01483 272311 or email clerk@cranleigh-pc.gov.uk

Interpretation of Terms

"Council" means the Cranleigh Parish Council.

"Cemetery" means the Cranleigh Burial Ground.

"Clerk" means to the Cranleigh Parish Council.

"Resident" means a person residing in Cranleigh at the time of death.

"Monument" means any memorial or gravestone which is placed or erected on a grave.

"Responsible Person" means an adult over 18 years of age.

"Scattered" means loose and not within a casket

1. Burials

- 1.1 Notice of interment is to be given on the prescribed form to the Clerk between the hours of 9.00 am and 4.00 pm three whole days previous to the interment, which days shall be exclusive of Sundays, Bank Holidays, Christmas Day, Good Friday and Saturdays and no notice will be accepted on these aforesaid days provided that this regulation shall not apply to cases of death from epidemic disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority.
- 1.2 The Notice of interment must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission, no other signature will be accepted. The only exceptions being new Exclusive Rights of Burial, owner's interment and cases of death from epidemic disease.
- 1.3 Coffins only of wood or other bio-degradable material shall be used in earthen graves and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.
- 1.4 The Council does not undertake the digging of full size graves. Provision for such work is the responsibility of the person requiring the same and must be carried out by an approved gravedigger and must be carried out to the satisfaction of the Council acting through the Clerk. Graves can only be dug at times agreed with the Sexton and only between the hours of 9.00 am and 4.00pm, Monday to Thursday. All graves must be left in a safe condition and must be inspected by the Sexton (or nominated member of staff) on completion.
- 1.5 No body shall be buried in a grave in such a manner that any part of the coffin is at a depth exceeding 8 feet nor a depth less than 3 feet below the level of the ground of the adjoining grave. Undersize (children's) coffins shall be buried at a depth not less than 4 feet below the level of the ground of an adjoining grave.
- 1.6 No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.
- 1.7 Where, in the cemetery, any grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains interred therein nor remove there from any soil which is offensive.
- 1.8 All fees and charges, as prescribed from time to time by the Parish Council, are to be paid at the offices of the Clerk. Fees and charges relating to interments shall be paid before the interment takes place. Fees relating to monuments shall be paid when application is made for permission to place or erect a monument.
- 1.9 No interment may take place on Sundays, Bank Holidays, Christmas Day, Good Friday, and Saturdays, nor before 10.00 am in the morning or after 3.30 pm in the afternoon on the remaining days provided. This regulation shall not apply to interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority or in the case of exceptional circumstances, in which case the day and time of interment is subject to the approval of the Council.
- 1.10 No burial shall take place until the Registrar's Certificate of Disposal (Green or White as appropriate), the Coroner's Order for Burial where an inquest has been held, or a certificate from the Registrar in the case of a still-born child, is lodged with the Council.
- 1.11 Cremated remains shall not be scattered in the cemetery.
- 1.12 The grave space for the burial of persons over 12 years shall be 7 feet (2130 mm) x 3 feet (920 mm).

2. Exclusive Right of Burial

- 2.1 Applications for Exclusive Right of Burial will only be accepted from Cranleigh residents, their close relatives (i.e. parents, siblings) or those with a close Cranleigh connection.
- 2.2 The Exclusive Right of Burial for a grave may only be purchased at the time of the interment on payment of the appropriate fee.
- 2.3 A family may purchase Exclusive Right of Burial for two graves but only at the time of the first interment.
- 2.4 Exclusive Rights of Burial for a grave are granted for a period of 100 years and include the right to place a memorial in accordance with the memorial regulations in section 4.
- 2.5 New graves will be allocated in strict rotation, unless there are exceptional circumstances in which case a grave will be allocated in another part of the Cemetery.
- 2.6 It is recommended where possible that there are two Grantees for each Exclusive Right of Burial, who are over 18 years of age.

3. Walled Graves and Vaults

- 3.1 Only earthen graves will be permitted in the cemetery. No walled or vaulted graves will be allowed.

4. Memorials

- 4.1 Monuments will only be allowed in accordance with the table of fees.
- 4.2 Application for new monuments and of alterations to existing monuments and copies of all inscriptions proposed to be placed thereon, must be delivered to the Clerk on the appropriate Memorial Application Form, for the approval of the Council. A certificate of such approval must be obtained before they can be admitted within the cemetery.
- 4.3 The Memorial Application Form must be signed by the owner(s) of the Exclusive Rights of Burial for the grave, in order to confirm their permission. No other signature will be accepted.
- 4.4 The Council reserve the right to remove any unauthorised memorials following a period of 28 days notice to the person(s) responsible for the installation, at a cost to the person(s) responsible for the installation and also have a statutory right to sue persons placing an unauthorised memorial for the cost of the removal.
- 4.5 As a Local Authority registered with BRAMM any monument admitted to the cemetery must be installed by a stone mason who is a registered member of BRAMM with a current fixers licence in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415. Stone masons who are registered members of NAMM are permitted to install monuments that are in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415 on proof of registration. All monuments installed in the cemetery shall remain the sole risk of the owner.
- 4.6 All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non rusting clamps.
- 4.7 No fixed monument shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling
- 4.8 No trade inscription will be allowed upon any monument.

- 4.9 All monuments shall have the number of the grave space cut thereon in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such work shall be at the expense of the owner of the monument.
- 4.10 No hewing or dressing will be permitted within the cemetery, and all materials for monuments and all tackle and material shall be conveyed into the cemetery in such a manner as will avoid annoyance to persons or injury to the ground or walks; and all refuse, soil and rubbish, shall be removed in like manner; any damage caused to paths, ground and road to be repaired by and at the expense of the contractor.
- 4.11 Two clear working days notice must be given to the Council before any monument may be fixed.
- 4.12 As a burial authority and landowner, the Council has a responsibility under the Local Authorities Cemeteries Order 1977 and the Health and Safety at Work Act 1974 to ensure that risks within our cemetery are properly managed. To fulfil the Council's responsibilities memorial safety testing will be carried out by the Council or a qualified contractor of the Council's choosing.
- 4.132 Each monument shall be kept in good repair by the owner, and if not kept in good repair may be repaired or laid flat by the Council at its discretion and at the expense of the owner.
- 4.143 The size of a memorial on a single grave may not exceed 915mm (3') in height from ground level, 915mm (3') in width and 102mm (4") in depth and a kerbstone may not exceed 2430mm x 915mm (8'x 3').
- 4.154 The size of a memorial on a children's grave may not exceed 610 mm (2') in height from ground level, 508 mm (20") in width and 51 mm (2") in depth.
- 4.165 A plaque on an Ashes grave may not exceed 300mm x 460mm x 51mm (12" x 18" x 2").
- 4.176 A plaque on a children's Ashes grave may not exceed 559mm x 457mm x 51mm (22" x 18"x 2")
- 4.187 Excluding a headstone and vases it is not permitted to have additional raised memorials on a full grave.
- 4.198 No kerbing or chippings will be permitted around ashes graves.
- 4.219 Monuments shall not be painted.
- 4.201 Temporary memorials in the set form of a wooden cross can be erected providing they do not exceed 914mm (3') in height above ground. These shall be allowed for twelve months after a burial until a permanent memorial can be installed.
- 4.224 Memorial plaques for the Garden of Remembrance wall may be applied for with a plaques purchase enquiry form, to be approved by the Council and then installed by the Council following a signed form of Agreement. Memorial plaques may only include text, be constructed of stainless steel with text engraving, have only three lines of text with a maximum of 75 characters and must not exceed 150mm x 150mm (5.9"x5.9").
- 4.232 Memorial items may not be placed, secured or hung on any trees, hedges, shrubs or structures within the Cemetery.
- 4.243 A copy of the certificate of compliance that has been issued to the memorial owner must be supplied to the Council, prior to the erection of the memorial.

5. Memorial Benches

- 5.1 Memorial benches may be placed within the cemetery subject to the approval of a memorial bench purchase enquiry form and signed form of Agreement, their style and location is subject to the approval of the Property and Asset Committee. The location of the bench will be agreed as near to the requested location as possible, the Council's decision on the location will be final.
- 5.2 The owner of an approved memorial bench is responsible for the maintenance of their bench. Benches that are not maintained or fall into disrepair may be removed by the Council and plaques kept for return to the owners.
- 5.3 Approved memorial benches will be installed by Council staff using appropriate fixings for the location. All benches installed in the Cemetery are done so at the owner's risk.
- 5.4 The Council reserves the right to re-locate or remove any bench from the Cemetery without prior notification to allow maintenance and refurbishment works to be carried out.
- 5.5 All benches must remain natural wood in colour, therefore it is not permitted to paint benches in any colour other than natural wood colouring, stain or vanish.

6. Grave Maintenance

- 6.1 The Council reserves the right to level and turf or sow with grass seed any mounded grave after one year from the date of the interment.
- 6.2 No more than two items are allowed on an ashes grave. The items must have a base not exceeding 6" x 6" or 6" in diameter and must be no more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.
- 6.3 Glass vases, jars, bottles and artificial turf shall not be permitted on graves as they pose a Health and Safety risk, this includes all types of fencing or edging around graves. The Council reserves the right to remove these items.
- 6.4 Shrubs, plants or flowers may, subject to the prior approval of the Council be planted on any purchased grave. Upon the completion of such work all refuse must be conveyed to the nearest receptacle for litter. The Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers at any time, when in its opinion, the same have become unsightly, neglected or overgrown.
- 6.5 The Council reserves the right to remove any neglected, damaged or decayed tributes.
- 6.6 All tributes must remain within the boundary of the grave space and must not cause an obstruction, disturbance to neighbouring graves or distress to visitors of the Cemetery.
- 6.7 Receptacles of alcohol may not be placed on grave spaces in order to not cause offence or distress to visitors of the Cemetery, and for the health and safety of employees and cemetery visitors.

7. General

- 7.1 The Cemetery will be open every day of the year from 9.00 am until dusk, except from November to April when the gates will be closed from 4.00pm – 9.00am.
- 7.2 No vehicle except those accompanying funerals or used in connection with the work of the cemetery or the attendance to graves will be permitted in the cemetery provided that this regulation shall not apply to any wheeled chair. No vehicles are permitted to drive on grassed areas in the cemetery.
- 7.3 No child under the age of sixteen years is allowed into the cemetery unless under the care of a responsible person.

- 7.4 Dogs shall not be brought in nor allowed in the cemetery other than guide or assistance dogs and such dogs must be kept on a lead at all times.
- 7.5 Pets may not be buried in the cemetery.
- 7.6 No work of any kind which is undertaken for the purpose of profit shall be executed in the cemetery on Sundays, Bank Holidays, Christmas Day, Good Friday or Saturdays, except work in connection with burials carried out in accordance with the proviso to Regulation number 1.1.
- 7.7 No person shall disfigure, injure, maim, or destroy wilfully or otherwise any building, wall, fence or other structure or any tree, plant or other item being in or part of the cemetery whether the same belongs to the Council or any other body or person. Nor shall any bill, placard, poster or structure or other item at any time be placed or erected in the cemetery or on any item therein.
Furthermore, no games, sport or recreation shall be practised in the cemetery nor shall (save at Military Funerals) any firearm be discharged. No person shall at any time disturb or annoy by action, words or otherwise any person in the cemetery or create any nuisance thereon.
- 7.8 Without prejudice to any other remedy available to the Council or other body or person, any person contravening these rules shall be liable to a fine of up to £100 or such other fine as shall from time to time be lawfully demanded by the Council.
- 7.9 The Council reserves the right to make from time to time any alterations and additions to these regulations.
- 7.10 Anyone who fails to comply with these Regulations may be refused access to the cemetery or where this is a breach of legislation, legal action may be taken.

The foregoing Rules and Regulations were adopted by Cranleigh Parish Council on 7th October 2010 and last amended by the Council on 26 May 2022. The Rules and Regulations previously in force in respect of Cranleigh Cemetery are hereby superseded.

These regulations are in addition to the Local Cemeteries Order 1977.



NOTICE OF INTERMENT
THE CEMETERY, DEWLANDS LANE, CRANLEIGH, GU6 7AD

Please return this Notice, together with all supporting documentation, to Cranleigh Parish Council at least **three clear working days before the day of the burial**. "Working days" exclude Saturdays, Sundays and Public Holidays; no Notice can be accepted on these days except in cases which apply to cause of death from epidemic disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority.

Please note that:

- Burial times may be subject to alteration by the Council.
- The Council does not undertake to inform any Minister, Gravedigger or Funeral Director of a Burial; the Applicant should therefore arrange all of these matters before this Notice is returned.
- All fees and charges must be paid at the time of submitting this Notice.
- Please ensure that all information is completed carefully and accurately, otherwise the Notice cannot be processed.

1	Surname of Name(s) in full of Person to be Buried First Name(s) in full	First Christian name: Middle Name(s): Surname:		
2	Description of person to be buried (e.g. profession, trade etc.). If a minor, give full names and residence of parents <i>NB: information entered in Historical Public Records.</i>			
3	Age of deceased (in years as at last birthday)			
4	Date of Death (day, month and year)			
5	Address where death occurred			
6	Address at which deceased resided			
7	Day, date and month on which the burial is to take place. With prior agreement by the office.			
8	Time of day that the funeral will arrive at the Cemetery. With prior agreement with the office.			
9	Name of Minister intending to officiate			
10	Grave Space to be occupied	Section:	Number:	
11	Type of burial	Full Burial	Ashes	Garden of Remembrance
12	State whether in Consecrated or Unconsecrated Ground			
13	If any other person has been buried in the same grave space, state name and date of burial			
14	Length and width of coffin/casket/ashes casket			

15	Proposed depth of Grave	
16	<u>I agree to abide by the Parish Councils Rules and Regulations</u> Rules and Regulations have been received and read by the owner.	

AUTHORITY TO BURY IN GRAVE SPACE Section : No:

I / We as owner(s) of the Exclusive Rights of Burial in the above Grave Space, do hereby authorise its opening for the interment of the

late

Signed	Date
--------	------

Names (s)

Address

Please note that if this is not a new purchase (see below) a copy of the Deed of Grant must be enclosed with this application.

OWNERS INTERMENT

When the owner of the Exclusive Right of Burial is being interred, please give details of the next of kin organising the owners interment.

Full name (including any middle names)	
Address	

NEW EXCLUSIVE RIGHTS OF BURIAL PURCHASE

Please give the address to which the Deed of Grant should be registered.

Full name (including any middle names) Incorrect or incomplete details will require a Statutory Declaration for future permissions.	
Address	

FOR UNDERTAKERS:

Please return this Notice to Cranleigh Parish Council together with the Green or White Certificate, a copy of the Deed of Grant if appropriate and bacs or cheque payment for the correct fee.

Name and Address of Undertakers:	
----------------------------------	--

FOR OFFICE USE:

				REGISTER OF			
Date Received				Graves			Grants of Right
<u>BACS</u> /Cheque Received				Burials			Memorial Permit
Grants of Right Checked				Index of Burials			Cemetery Plan
Invoice No.				Purchases			

Cranleigh Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: www.cranleigh-pc.gov.uk for further information)



CRANLEIGH PARISH COUNCIL

Please return to: Council Office
Village Way
Cranleigh
Surrey
GU6 8AF
Tel: 01483 272311

MEMORIAL APPLICATION THE CEMETERY, DEWLANDS LANE, CRANLEIGH, GU6 7AD

Particulars of Grave: Section No
Name of Deceased: (in full)
Date of interment:
Name of Applicant: (in full)
Address:

I / We authorise this application and the execution of the work being the only-registered
Owner (s) person (s) entitled to the Exclusive Right of Burial (E R of B) in-for the grave space indicated above
and agree to abide by the Parish Councils Rules and Regulations:

Signature of Registered
Owner (s) of the E R of B

Full name(s) and address(s):

I / We hereby make application for permission to:

	Fee	✓ as appropriate
Place and maintain a memorial for an ashes grave*	£173.81	
Place and maintain a memorial for a full grave*	£231.75	
Place and maintain a kerb surround (full graves only)	£869.06	
Place and maintain an additional vase (maximum 3)	£115.88	
Place and maintain single vase	£115.88	
Place and maintain an additional inscription on a memorial (*above include the first inscription)	£86.91	
Replace and maintain an existing memorial to the exact specification of the original memorial permit	£86.91	
Other work (Health & Safety)		

PLEASE NOTE THAT MONUMENTS ARE ONLY ALLOWED IN ACCORDANCE WITH OUR TABLE OF FEES

Fee of £..... is enclosed herewith (all cheques to be made payable to Cranleigh Parish Council).

As a BRAMM registered Cemetery all memorials are required to be erected to British Standard 8415.

I confirm that the Company below is BRAMM and/or NAMM registered with a current fixer licence and the above works
will be carried out in full accordance with the BRAMM Scheme, BS8415 and NAMM Code of Working Practice.

Signed:

Name of Stonemasons:

Address:

Date:

**NO MEMORIALS CAN BE PLACED IN THE CEMETERY WITHOUT PRIOR AGREEMENT WITH
CRANLEIGH PARISH COUNCIL**

DETAILS OF MEMORIAL

Headstone	Materials to be used:		
	Height	Width	Depth
Kerb Surround	Materials to be used:		
	Height	Width	Depth
Stone for Ashes Grave	Materials to be used:		
	Height	Width	Depth
Free Standing Vase	Materials to be used:		
	Height	Width	Depth

Design of Memorial – Photograph or Drawing (with measurements) of the Proposed Memorial

Type of Ground anchor system to be used:

Please note that the grave number must be engraved on the back of all memorials.

COPY OF PROPOSED INSCRIPTION / ADDITIONAL INSCRIPTION

.....

.....

.....

.....

.....

SIZE / TYPE / COLOUR OF LETTERING

.....

Cranleigh Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: www.cranleigh-pc.gov.uk for further information)